

**VIRGINIA DEPARTMENT OF EDUCATION
OFFICE OF ADULT EDUCATION AND LITERACY
STATEMENTS OF ASSURANCES**

Lead Agency: _____

Program Name: _____

County(ies), City(ies) Served: _____

The Lead Agency's Chief Executive Officer should initial each assurance statement and sign and date the document.

Program Operations

- _____ 1. The Applicant agrees to use the data collection system designated and follow the Virginia Department of Education (VDOE)/Office of Adult Education and Literacy (OAEL) and National Reporting System (NRS) guidelines.
- _____ 2. The Applicant agrees to use the approved assessments for adult learners in determining educational gains for program accountability purposes.
- _____ 3. The Applicant agrees to offer or collaborate in order to offer distance learning services to students who are seeking or may benefit from such services.
- _____ 4. The Applicant agrees to coordinate its program with other adult education stakeholders, including Workforce Investment Act partners, in order to avoid duplicating services available through other programs serving adults.
- _____ 5. The Applicant agrees that the Program Manager and all program staff will participate in all OAEL required professional development activities scheduled during the term of this grant award.
- _____ 6. The Applicant agrees to provide ample staff development funds to ensure that the program employs and maintains a well-qualified staff, including teachers, counselors, and administrators.
- _____ 7. The Applicant agrees to fully cooperate with monitoring and evaluation activities sponsored by OAEL.

- _____ 8. The Applicant agrees to obtain OAEL approval prior to any programmatic changes that deviate from the submitted application and three-year plan.
- _____ 9. The Applicant agrees to comply with federal and state statutes, regulations, policies, and procedures.
- _____ 10. The Applicant agrees to comply with the following Non-Discrimination Laws:
 - a. Title VI of the Civil Rights Act of 1964, as amended, which prohibits the denial of benefits of our participation in contract services on the basis of race, color, or national origin
 - b. Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act
 - c. The Americans with Disabilities Act of 1990 (Public Law 101-336)

Fiscal Management

- _____ 1. The Applicant agrees to be the fiscal agent for the grant award received from OAEL.
- _____ 2. The Applicant agrees to provide timely and accurate reports which include:
 - a. Quarterly Program Income Reports
 - b. Quarterly One-Stop Reports
 - c. Quarterly Match Expenditure Reports
 - d. Monthly requests for reimbursement
 - e. Budget amendments
 - f. Federal Funding Accountability and Transparency Act (FFATA) Report
- _____ 3. The Applicant agrees to ensure that the program manager be a creator or an approver in the Online Management of Education Grant Awards (OMEGA) System.
- _____ 4. The Applicant agrees to require and maintain a copy of the insurance for each of its program sites verifying that each building meets Virginia safety codes.
- _____ 5. The Applicant agrees to maintain a record of actual expenditures of local, state, and federal funds for activities allowed under this subtitle. The local, state, and federal funds must be maintained in separate line items in order to maintain their separate identities for reporting and auditing purposes. Commingling of these separate sources of funding is not allowed. The actual expenditures must reflect the amounts allocated for each line item in the annual budget approved by OAEL.

- _____ 6. The Applicant agrees to maintain, for each locality within the region, records of actual expenditures.
- _____ 7. The Applicant agrees not to use federal or state funds to travel outside the country and to receive prior approval for travel outside the state.
- _____ 8. The Applicant agrees to use all funds received from OAEL for allowable adult education and literacy activities only.
- _____ 9. The Applicant agrees that 100% of earned income (program income) generated by this grant will be used in the adult education program. Program income must be expended prior to the expending of federal AEFLA funds.
- _____ 10. The Applicant agrees to maintain and submit time-and-effort records for all employees funded through federal grant awards. This requirement is in accordance with the OMB Circular A-21 for Educational Institutions; A-87 for State, Local, and Indian Tribal Governments; and A-122 for Nonprofit Organizations.
- _____ 11. The Applicant agrees to ensure that funds made available for adult education and literacy activities under this subtitle shall supplement and not supplant other federal, state, or local public funds expended for adult education and literacy activities.
- _____ 12. The Applicant agrees that all amendments to the originally approved budget must be approved by OAEL.
- _____ 13. The Applicant agrees that not more than 5% of federal funds should be used for administrative purposes. However, a provider may request to negotiate an increase in the 5% cap. This request must be in writing with a detailed rationale explaining why the additional administrative cost is necessary and how the additional administrative funds will be spent.
- _____ 14. The Applicant agrees to retain all local program records for a minimum of five years.
- _____ 15. The Applicant agrees to keep all state and local agreements on file.
- _____ 16. The Applicant agrees that the amount of federal funds allocated for services to institutionalized adults may not exceed ten percent of the total federal authorization.
- _____ 17. The Applicant agrees that funds must be spent within the fiscal year for which they are approved or must be allocated and spent within 90 days of the end of

the fiscal year. Carryover of funds from one fiscal year to the next is not allowed.

- _____ 18. Applicant understands that funding is contingent on federal and state legislation. If reauthorization of the Workforce Investment Act of 1998 or new legislation replacing the Workforce Investment Act of 1998 occurs, a new competition for the federal funds among all eligible providers will be required.

I have read the Statements of Assurances above and will adhere to them.

Signature (blue ink only)

Name and Title

Date